CFI INNOVATION FUND 2025
FULL PROPOSAL REQUIREMENTS FOR INTERNAL REVIEW OF UOFT-LED PROJECTS

The Division of the Vice-President Research and Innovation (VPRI) leads the U of T's participation in key institutional research funding programs. VPRI coordinates a number of specialized reviews of full draft proposals: editorial, EDI, budgetary, and administrative reviews, led by RSO; peer reviews conducted by members of the University's Review College; and, where applicable, feedback from the Research Security Team, a Core Facilities Advisory Group, and University Planning, Design & Construction. The goal is to maximize institutional success through support of academic divisions and Project Leaders in putting forward the strongest possible CFI IF applications.

REQUIRED COMPONENTS

In order to facilitate this review, in addition to the Project Lead completing an MRA, academic divisions are asked to submit the following elements to rso.vpr@utoronto.ca by no later than **Monday, November 18**:

1. **PDF Version of CAMS Content**
   - **Certain application elements are completed in CAMS** (project information, project summary, key participants, budget tables, research security documents, etc.). A PDF of the full application should be downloaded from CAMS and submitted with the following documents for review.

2. **Project Description (3 pages maximum)**
   - Please submit the Project Description as a **Word document**, noting the formatting requirements below*.

3. **Assessment Criteria ("the proposal")**
   - Please ensure deep knowledge of the CFI Call for Proposals. A summary of the CFI assessment criteria and sub-criteria is provided here.
   - Please submit a complete, review-ready version of the Assessment Criteria as a **Word document**, noting the formatting requirements below*.
   - The page limits depend on the total project costs:

Total Project Costs	Maximum No. of Pages permitted (for proposals in English)
≤$10 million	25
>$10 million	30

   *** Formatting Guidelines for Word Documents**
   - Use 12-point, black-coloured font with single line spacing and a single-column layout.
   - Insert a margin of no less than 2.5 cm (1 inch) around the page. The header may be within the margin.
   - The header must indicate the administrative institution on the top left, the title of the section in the middle, and the project number on the top right of each page.
   - Tables and images are included within the page limit.
   - CAMS will automatically paginate proposals, so documents should not be individually paginated. Do not include any information in the footer.

4. **Full Proposal Budget Template**
   - Please use the provided **Excel template** (this may be an updated version of the Excel template submitted with the PreProposal). Please ensure that both the Detailed Budget tab and the Operations & Maintenance tabs are complete.

5. **Supporting Documents for Construction / Renovation (if applicable)**
   - Please provide a PDF of floor plans for projects that include construction or renovation. Floor plans of the proposed area(s) must show the location of the infrastructure and the scale of the plans for projects involving multiple rooms. The floor plans must be legible when printed in black and white on standard letter size paper (8.5" x 11"). Floor plans are outside the page limits noted above.
   - A one-page estimate supporting the amount budgeted for construction / renovation, provided by the University's UPDC office (for construction / renovation projects costing $500K or more), or from the academic division (for smaller projects where a breakdown of costs beyond what is described in the Budget Justification, is deemed helpful).

VPRI FEEDBACK ON FULL DRAFT PROPOSALS

The following feedback will be sent by RSO to Project Leaders, copying divisional research offices, no later than **Friday, December 6**:
- Editorial and EDI feedback from RSO via tracked changes versions of the Word documents
- Budgetary and administrative feedback from RSO on the PDFs and Excel budgets
- Compiled and anonymized comments from the Review College (where available)
- Any additional feedback from Research Security Team, University Planning, Design & Construction and the Core Facilities Advisory Group.

If you have any questions about this process or these deadlines, please contact rso.vpr@utoronto.ca.